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**Program Enhancement Plan (PEP)
Continuous Quality Improvement (CQI)
Full Committee Meeting Minutes
October 18, 2005**

I. CQI Updates: Harry Hobbs

The pilot of the Wisconsin Quality Service Review (QSR) protocol was completed in Pierce and Washington Counties in September as scheduled. Thank you to Mike Bloedorn and Reggie Bicha and their staff for the great response. There were some minor changes made to the data collection sheet and notes made for changes to the protocol to better meet the needs of Wisconsin.

The official roll-out of the QSR is on track to begin with Rock County the week of October 31, 2005. This review will be followed by Waukesha County December 5-9, 2005, Iowa County January 23-28, 2006 and Dane County March 13-27, 2006. There has been an additional response to the numbered memo from 22 counties who will be scheduled for review through December 2007.

Currently the data that is collected during the QSR week is compiled by the Human Systems and Outcomes group out of Florida. The future plan for Wisconsin is to train several state staff to keep the data collection and analysis in state.

II. Peer Reviewer Certification: Harry Hobbs & Gail Nordheim

Peer reviewers are key to the success of the QSR process. On October 25/26 and October 27/28 an intensive training for peer mentors will be occurring in Wisconsin, which will be lead by Ray Foster. The plan initially is to develop 30 possible peer reviewers from this round of training with a long range goal of developing a total of 60 peer reviewers throughout Wisconsin, in addition to the CQI Specialists. In addition to attending this training all the peer reviewers will participate in two review weeks where they will take the lead in a case review and write the case story. Gail presented the process for peer reviewers to complete to obtain their certification. There will be a need to maintain a continuous training process in order to keep the pool of reviewers at an adequate number to meet the needs of the QSR process.

III. Distribution of QSR Final reports: Committee

The committee engaged in a lengthy discussion regarding the distribution of the final report. This included who should get the report, what the timeline is for completion of the report and what medium will be used for distribution of the report. The general consensus of the committee is that the report is a public document and should not include the case specific stories. The report should be sent to the Director for them to share with interested parties.

The time line for the report is as follows;

- 45 days after the review the draft is sent to the Director
- 60 days after the review the Director returns the report with any factual changes and/or addendum
- 80 days after the review the final draft is submitted for state approval
- 90 days after the review the final report is released to the Director and is available for public viewing

IV. Next Meeting:

The next meeting will be November 29, 2005 at the Pyle Center, in Madison.